

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1901

FLSA: Exempt

CLASSIFICATION TITLE: DIRECTOR, LIBRARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide leadership for the library system by coordinating, managing and monitoring all operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans and directs immediate and long range library goals and priorities; attends all Board of Directors' meetings, reporting items of importance, interpreting trends, and suggesting future actions; attends meetings with City or County officials to review policies or procedures; formulates and recommends library policies for Board approval; writes and/or reviews minutes of all Board and Board Committee meetings.

Prepares financial, statistical and other reports for local, state and national groups; allocates book and materials budget; evaluates, recommends and approves library purchases and services; reviews library salaries; monitors monthly expenditures for compliance with budget; meets with vendors of library equipment and materials; monitors use and arrangement of library equipment and furniture; sets parameters for library automation system.

Attends state library meetings of regional and metropolitan libraries; attends professional meetings on local, regional and national levels; solicits gifts and grants from private or governmental sources; reviews and/or writes library requests for proposals, bid documents and contracts; writes and reviews grant report.

Represents the library to the media, political bodies, national organizations and other groups; gives speeches about the library; approves use of library meeting rooms; responds to complaints and compliments regarding the library; reviews all citizens requests to remove items from the library, making final judgment about retaining or removing the material.

Reviews and/or edits written material distributed by the library; proposes new library programs; implements or approves implementation of new programs; plans, leads and/or attends adult library programs; monitors programs for children; suggests and organizes library social functions; reviews activities of the Friends of the Library.

Reviews all on-the-job injury reports; reviews library insurance policies; represents library in all legal actions; monitors bank and trust accounts; signs contracts on behalf of the library; monitors library acquisitions.

Grants or denies leave requests and schedule changes; reviews all staff grievances; chairs library grievance hearings; plans and/or monitors staff training; monitors and/or revises staffing patterns; interviews and approves applicants for hiring; appoints library staff committees; attends regularly scheduled meetings of library staff or committees.

ADDITIONAL FUNCTIONS

Inputs, removes and changes information in the library database; troubleshoots library automation network problems.

Answers phones; schedules staff for Sunday work; substitutes at any public service desk.

Greets visitors; assists patrons.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an ALA-accredited institution, supplemented by ten (10) to fifteen (15) years previous experience and/or training that includes library administration and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision or organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ration and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Most tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Chattanooga-Hamilton County Bicentennial Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.